

2 August 1951

Report of activities, week of 30 July - 3 August

To: [REDACTED]
From: [REDACTED]

STATINTL

1. End of the first regular clerical refresher course.
2. Conference with Mrs. [REDACTED] in regard to request for training and registration forms.
3. Conference with instructors and registrar at [REDACTED] to evaluate and change forms and procedures after eight weeks of courses there. (A report on this will follow)
4. Distribution of memos announcing the second clerical refresher course, 13 August - 31 August.

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[REDACTED]

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JOB NO. _____ DOC NO. **38** NO CHANGES
 IN CLASS **X** REV. JUST **22**
 NEXT REV **21** **17479** REVIEWING **29.36** TYPE DOC. **03**
 NO. PGS. **1** THIS COMPI. **11** ORG CLASS **4**
 REV CLASS **4** REV COORD. _____ AUTH: HR 703